

**United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
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In Reply Refer To:
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December 18, 2003

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To: BC, HR, NI, and ST Center Directors
WO 330D, WO 570D, WO 560D Project Managers
Training Coordinators

From: Director, National Human Resources Management Center

Subject: Department of the Interior University Governmentwide Forums

DD: 1/30/04

The Department of the Interior is pleased to announce the Governmentwide Forums, Denver 2004, designed to broaden government employee's knowledge and skills in professional and personal growth, leadership, and transition. Each event in the series will include refreshments, an interactive workshop with the author of the featured book, a copy of the book, and book signing. This memorandum is announcing the first event in the series.

February 5, 2004. Jim Loehr

The Power of Full Engagement:

The number of hours in a day is fixed, but the quantity and quality of energy available to us is not. In this groundbreaking book, managing energy, not time, is the key to enduring high performance. The key to high performance and personal renewal is learning how to monitor one's energy levels to reveal personal rhythms. In this seminar, you can learn to use your full emotional energy and expand your capacity using the same methods as athletic performers.

Location: Pines at Genesee, 633 Park Point Drive, Golden, Colorado

Time: 12:30 p.m. - 01:00 p.m. – Refreshments
01:00 p.m. - 02:30 p.m. - Speaker Forum
02:30 p.m. - 03:30 p.m. - Book Signing

We have purchased 15 tickets for this event. This event is open to all government managers and employees in the Denver National Centers. To be nominated for one of these tickets, please complete an SF-182, and send the completed SF-182 to Teresa Milner, Employee Development Officer, HR-220, by **close-of-business, Friday, January 30, 2004**. Confirmation notices will be sent to nominees by **close-of-business, Monday, February 2, 2004**, and tickets will be distributed to confirmed participants by **close-of-business Wednesday, February 4, 2004**. If interest in participation exceeds the number of tickets we have already purchased, employees may purchase additional tickets for \$80 per ticket.

Posters and brochures advertising the Governmentwide Forums, Denver 2004, are distributed throughout the work areas. Contact Teresa Milner, Employee and Development Officer at 6-3569 or Colleen Noble, Human Resources Assistant at 6-6690, if you have questions.

Signed by:
Linda D. Sedbrook
Director, NHRMC

Authenticated by:
Luron Porter
Staff Assistant

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